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| **Assignments Due – Sem2 Computer Apps w/Brown** | **✓** | **Notes:** |
|  |  |  |
| 1 [Take Away Sheet - Intro to Word](http://brownb315.weebly.com/1-intro-to-word.html) |  |  |
| 2 [Take Away Sheet - Tools of Word](http://brownb315.weebly.com/2-tools-of-word.html) |  |  |
| 3 [Highlight vs Select Text Worksheet](http://brownb315.weebly.com/3-highlight-tool-activity.html) |  |  |
| 4 [Synonym Finder - Activity 1  Syn/Ant Table](http://brownb315.weebly.com/4-synonym--antonym-finder.html) |  |  |
| 5  [Synonym Finder Tool & War of 1912](http://brownb315.weebly.com/5-synonym-finder-tool--find-function.html) |  |  |
| 6   [Bold, Italics, Underline, Super/Subscript & Font Effects](http://brownb315.weebly.com/6-font-effect-of-ms-word.html) |  |  |
| 7   [Lesson 7 Alignment & Formatting (Cut/Copy& Paste)Tools](http://brownb315.weebly.com/7-alignment--formatting-tools.html) |  |  |
| 8  [Lesson 8 Class President Poster](http://brownb315.weebly.com/8-class-pres-poster.html)​ - Assessment |  |  |
| 9   [Spell Checker Poem](http://brownb315.weebly.com/9-spell-checker--what-font.html) |  |  |
| 10  [Bicycle Paragraph](http://brownb315.weebly.com/10-bicycle-paragraph-formatting-font.html) |  |  |
| 11  [Preamble](http://brownb315.weebly.com/11-intermediate-word-processing.html) |  |  |
| [12 Business Letter Writing: Block Style](http://brownb315.weebly.com/12-letter-writing.html) |  |  |
| 13 [Price List of Services](http://brownb315.weebly.com/13-create-a-basic-table.html) |  |  |
| 14[Business Memo](http://brownb315.weebly.com/14-business-memo.html) |  |  |
| 15 [MLA Style Report](http://brownb315.weebly.com/15-mla-style-report.html) |  |  |
| 16 [16 List of Menu Items W6](http://brownb315.weebly.com/16-list-of-menu-items.html) |  |  |

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